



Special Exception Application and Instructions

PROCEDURE FOR FILING AN APPLICATION FOR A SPECIAL EXCEPTION

1. **WHO MAY FILE:** A petition for a Special Exception may be applied for by the property owner and/or representative. The owner in all cases must sign the petition.
2. **APPLICATION:** The application forms may be obtained from the Auburn Planning Department. When the application is complete, return it to the Planning and Community Development Department, and a public hearing will be scheduled before the Hearing Examiner. Please refer to the attached schedule for the Hearing Examiner's scheduled hearing dates and the deadlines for submitting an application for a particular hearing. There will be no exceptions to those deadlines.

Be sure to complete the application in its entirety, an incomplete application may cause a delay in scheduling a hearing.

3. **STAFF REVIEW:** The application will be reviewed by all affected City Departments and a staff report will be prepared by the Planning Department. The staff report will analyze the proposed Special Exception, and recommendations will be made. The staff report will be based upon the criteria found in Section 18.70.020 of the Zoning Code and will be presented to the Hearing Examiner.
4. **EXAMINER HEARING:** The owner and/or representative must be at the public hearing before the Hearing Examiner. It is a City policy to table the application if the owner or a representative is not in attendance.

Subsequent to the conclusion of the hearing, the Hearing Examiner will issue a written decision on the Special Exception. The decision of the Examiner is final subject to appeal to the City Council pursuant to Section 18.68.160 of the Auburn Zoning Ordinance.

5. **SITE PLAN:** A **site plan shall be required** with each application for a Special Exception. The site plan shall be accurately drawn using an appropriate engineering scale and shall illustrate the following:
 - a. Adjacent street(s),
 - b. Boundaries and dimensions of site,
 - c. Location of buildings,
 - d. Location of parking areas,
 - e. Location of feature needing the special exception.
6. **TIME FRAME:** It takes about 45 to 60 days to complete the Special Exception process.
7. **FEES:** \$208.00
8. **SUBMITTAL DATES FOR HEARING EXAMINER PUBLIC HEARINGS:** The Hearing Examiner public hearing begins at 7:00 P.M. in the City Council Chambers on the first floor of the Auburn City Hall. Please see the attached list for scheduled hearing dates and the deadlines for submitting applications.

APPLICATION NUMBER

Staff Project Coordinator: _____

APPLICANT: COMPLETE THIS FORM WITH ALL ENTRIES BEING TYPED (except signatures) OR NEATLY PRINTED IN INK. IF ADDED SPACE IS NEEDED, ADD THE ADDITIONAL REQUIRED PAGES TO THIS APPLICATION.

1. Please describe in detail your request for a Special Exception.
2. Please describe why you feel the Special Exception should be issued and relate your answer to the criteria found in Section 18.70.020 (B) and/or Section 18.54.060(G)(H) of the Zoning Code.

ALL PROPERTY OWNERS INCLUDED IN THIS APPLICATION MUST BE LISTED BELOW OPPOSITE A "PARCEL NUMBER" WHICH IS ALSO SHOWN ON THE LEGAL DESCRIPTION AND INDICATES THE PROPERTY OWNED BY EACH APPLICANT. YOUR SIGNATURE ALSO INDICATES YOU HAVE READ AND UNDERSTOOD THE CONTENTS OF THIS APPLICATION AND ITS ATTACHMENTS.

PARCEL NUMBER	NAME, ADDRESS AND PHONE NUMBER (Please Print)	SIGNATURE
_____	_____ _____ _____ Fax number _____ E-mail address _____	_____
_____	_____ _____ _____ Fax number _____ E-mail address _____	_____

AGENT and/or OWNER'S REPRESENTATIVE:

Name: _____

Address: _____

City/Phone: _____

Fax number _____

E-mail address _____

Indicate Method for Future Notifications

Fax _____ Mail _____ Telephone _____ E-mail _____

FEE PAYMENT: \$20800 T.R. # _____

Cashier's Initials _____ Date Received _____

DATES FOR HEARING EXAMINER PUBLIC HEARINGS

January 19, 2005*
February 23, 2005*
March 22, 2005
April 19, 2005
May 17, 2005
June 21, 2005
July 19, 2005
August 16, 2005
September 20, 2005
October 18, 2005
November 22, 2005
December 20, 2005

The Hearing Examiner public hearing begins at 7:00 p.m. in the City Council Chambers on the first floor of Auburn City Hall.

**date changed due to holiday*